

Checklist for Employing Minors

Indiana Department of Labor

Bureau of Child Labor

Not an Official State Form (3/16)

Minor's Name _____

Date of Hire _____

Date of Birth _____

Please use this checklist as a guide when hiring employees 14 through 17 years of age.

1. Intent to Employ/A1 form is completed*

Employer's signature was obtained.....

*If the minor will be working at more than one location, obtain a work permit for each location. The employer will need a separate A1 form for each location. Separate the minor's total work hours between locations. Schools cannot issue permits if the total number of hours exceeds the maximum hours allowed by law.

2. The minor has obtained a work permit from an accredited Indiana school

The work permit has been properly validated

The work permit is on file at the location where the minor is working**

**Work permits CANNOT be kept off-site and MUST be the original - no photocopies

3. If 16 or 17, written parental permission was granted to work extended hours***

17 year old can work until 11:30 p.m. on nights followed by a school day

17 year old can work until 1:00 a.m. on 2, non-consecutive nights followed by a school day

16 year old can work until midnight of nights not followed by a school day

16 year old can work until 11:00 p.m. on nights followed by a school day

16 & 17 year olds can work 9 hours on any day

16 & 17 year olds can work 40 hours during a school week

16 & 17 year olds can work 48 hours during a non-school week

The parental permission form includes minor's name, parent's signature, and date

***Parents of 14 and 15 year olds cannot provide permission to work extended hours

4. This minor has obtained written school permission to work during school hours

Please list the school hours that this minor is permitted to work

5. All hour restrictions have been communicated to managers/shift leaders****

****Please see the "Teen Work Hour Restrictions" poster for more details.

6. "Prohibited/hazardous" occupations have identified in your business*****

All managers have been advised of "Hazardous" and "Prohibited" occupations

This minor is enrolled in a voc. ed. program that exempts some Hazardous occupations

***** Please see the "Hazardous Occupations" poster for more details

7. Your company's break/lunch policy has been clearly explained to the minor

The policy was provided to the minor in writing

The minor is documenting breaks according to company policy

These records are up-to-date and maintained daily

8. If the minor has terminated employment, work permit has been terminated

The notice sent via: ☐ mail ☐ hand-delivered ☐ fax

This is not a required state form. The Bureau of Child Labor provides this checklist as a courtesy to assist in keeping track of documentation for minors. The information herein should not be construed as legal advice.